

FACILITIES RENTAL FORM - TYSON RECREATION CENTER

1880 NE Griffin Oaks St, Hillsboro, OR 97124 | (503) 615-6552 | 503.681.6124 (fax) | Hillsboro-Oregon.gov/ParksRec

EVENT INFORMATION *continued*

- Is this event open to the public? Yes No
- Will any fees be charged? Yes No *(e.g. admission fees, sale of food/alcohol, donations)*
- Will alcohol be served? Yes No TBD *Note: Must adhere to our Alcohol Policy and OLLC rules.*
- Use of chafing dish fuel cans? Yes No TBD

- heating appliances, or barbeque? Yes No TBD *Note: Manager approval required. Battery-operated candles only.*

Please describe _____

- Any specialty equipment you plan to bring? Yes No TBD *Note: manager approval required*

Please describe _____

INSURANCE REQUIREMENTS: Tyson Recreation Center recommends that all event hosts acquire insurance. Private individuals should acquire insurance through the Event Helper, while organizations should acquire a Certificate of Liability from their insurance agent. **Insurance is mandatory if you are serving alcohol during your event and your total attendance is more than 50 people.** If you intend to provide alcohol service at your event, you must abide by the Alcohol Policy and OLCC rules.

RENTAL GUIDELINES

- We accept Visa, Master Card, Discover, cash, or check.
- All fees must be paid in full when booking your rental.
- Your rental contract must be signed at the time of your rental.
- Any cancellations should be made at the earliest possible date.
- No refunds or credits are given if a cancellation or change is made within 72 hours of your rental time.
- A refund is given if a cancellation or change of date is made more than 72 hours before your rental time.
- Refunds may take up to 10 - 15 working days to process (no cash refunds available).
- Due to unforeseen circumstances, HP&R reserves the right to reschedule/cancel your facility rental.
- You are responsible for any property damage to the building or equipment during your rental.
- Tobacco products, and vaping are not allowed on the premises.
- Alcohol service must stop 60 minutes prior to the conclusion of the rental.
- Balloons with helium must be secured at all times. No Water Balloons.
- To preserve the integrity of our facility, we do not allow decor to be adhered to walls/ceiling (no tape), decor must be free-standing and no confetti. No inflatables, bouncy houses, or water slides.
- Rental departure time should start 15 minutes before your exit rental time to give your party enough time to get everything of yours out of the building in time.

FACILITY SUPERVISOR

A Facility Supervisor (FS) will be scheduled for your rental. The FS will set up for your rental, open the doors at the time your signed contract states, monitor your event, be available to assist in the case of an emergency, and will provide the clean-up of your rental.